

# **LACS<sup>Link</sup> END USER LICENSEE PERFORMANCE REQUIREMENTS**

## **1. Purpose**

- 1.1 The purpose of these performance requirements is to establish standard criteria of performance with which USPS requires LACS<sup>Link</sup> Licensees to comply. The LACS<sup>Link</sup> Product will enable Licensees to provide the new address when a converted address matches the LACS<sup>Link</sup> file.
- 1.2 Licensee's interface software must adhere to specific USPS requirements regarding the product as well as to the matching rules and specifications herein.

## **2. Product Description and Fulfillment**

- 2.1 The LACS<sup>Link</sup> Product utilizes what is referred to as "hash" tables. The hash tables are secure datasets that will only provide new address information when queried, through use of a software interface, with a specific algorithm of the old address from a mailer's address list which matches the algorithm of the information as it appears on the LACS<sup>Link</sup> database.
- 2.2 The input algorithm uses a complete address, a 5-digit ZIP Code and an unparsed address to obtain a match.
- 2.3 Licensee is responsible for writing or purchasing a software interface which will customize the type of input format and provide the desired output.
- 2.4 Monthly updates containing the full LACS<sup>Link</sup> Product datasets will be provided via CD to Licensees.

## **3. General Requirements**

- 3.1 Any Licensee wishing to provide LACS<sup>Link</sup> processing, either internally or externally, must first obtain (either by purchase or developer license) a licensed and certified Interface Product. The Interface must be reviewed, tested, and approved by the USPS prior to any actual use of the LACS<sup>Link</sup> product for processing occurring in a production environment to ensure that all license requirements are met.
- 3.2 Licensee, in order to utilize the LACS<sup>Link</sup> Product, must meet all requirements and specifications contained within the License Agreement and the most current version of the Licensee Performance Requirements, unless explicitly allowed, prohibited, or modified by USPS in writing. Copies of these documents, the Certification Procedures and any new updates to the documents will be posted on the RIBBS website at <http://ribbs.usps.gov/files/LACSLink>.

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**4. Specific Requirements**

- 4.1 Licensees must use USPS certified LACS<sup>Link</sup> software to access the LACS<sup>Link</sup> Product.
- 4.2 Licensee must adhere to the provisions of Standards of Performance as detailed in Section 6.
- 4.3 Licensees must be capable of:
  - a) Responding to all address inquiries from subscribers and the Licensor.
  - b) Updating the system with full file replacement monthly via CD.
  - c) Licensee shall provide USPS with access to any resource used in performance of this license and with the necessary equipment and/or reports to monitor performance at Licensee's facility.
- 4.4 LACS<sup>Link</sup> shall not be used to facilitate creation of address lists artificially. To detect conditions when address records appear to be the result of artificial manufacture and not legitimately obtained addresses, a "Stop LACS<sup>Link</sup> Processing" function will cause the interface to cease processing addresses when the interface encounters a list containing an apparent artificial address. Any time an address encounters a False Positive record, the LACS<sup>Link</sup> conversion function shall be halted immediately; however, additional processes such as ZIP + 4 coding and DPV may continue.
- 4.5 When the Licensee encounters the "Stop LACS<sup>Link</sup> Processing" function, the Licensee must notify the software developer in order to restore LACS<sup>Link</sup> processing capability. Upon approval from USPS, the developer will provide a unique "one time only, restart code" to restore LACS<sup>Link</sup> processing capability (i.e. cannot be used after the first occurrence to bypass any further "Stop LACS<sup>Link</sup> Processing" error codes). USPS reserves the right to require suspension of a Licensee's ability to perform LACS<sup>Link</sup> processing when multiple incidents of artificial address detection occur.

**5. Basic LACS<sup>Link</sup> Product Output**

- 5.1 For each address submitted by a customer, Licensee's LACS<sup>Link</sup> software must be able to return the following output:
  - a) Each original unaltered input address as it was presented.

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- b) For each mailing address for which there is a match to the LACS<sup>Link</sup> Product, a standardized converted address with 11-digit Delivery Point Barcode (DPBC) and standard return codes as listed in Exhibit A.
- c) When a match is made, the specific address utilized in the query that obtained the match must be returned.
- d) For each mailing address for which there is not a match to the LACS<sup>Link</sup> Product, the Interface shall return all elements as appropriate under items a and b as well as any standard return codes as may be appropriate as listed in Exhibit A.
- e) The urbanization name information for converted addresses, when applicable.

**6. Standards of Performance**

- 6.1 LACS<sup>Link</sup> interface will be tested with a CASS/LACS<sup>Link</sup> Stage II test file in accordance with the LACS<sup>Link</sup> Developer license. Separate certification for LACS<sup>Link</sup> End User Licensees is not required. Licensee shall repair or have repaired all equipment, hardware and/or software deficiencies related to the LACS<sup>Link</sup> system within 60 days of identification of said deficiencies.
- 6.2 Since multiple LACS<sup>Link</sup> License awards are anticipated, the marketplace will establish a competitive price for the service. However, the intent of the U.S. Postal Service is that this service will be widely available at reasonable cost to customers.
- 6.3 Service Provider Licensees are permitted to "bundle" services such as NCOA<sup>Link</sup>, and merge/purge along with LACS<sup>Link</sup>. Charges for such bundled services must be separated from LACS<sup>Link</sup>, but may be consolidated on one bill provided to Licensee's customer.
- 6.4 Licensee is responsible for providing all necessary customer support for its Services. Licensee's customers requiring technical information must contact a customer service group managed by Licensee. Licensee's customer service group shall be responsible for providing resolution to all inquiries concerning the processing output.
- 6.5 It shall be Licensee's responsibility to ensure that its customers understand the LACS<sup>Link</sup> process and output.

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**Exhibit A  
LACS<sup>Link</sup> Return Code Descriptions**

Code = Return Code

Address = "Y" = New Address

"N" = New Address not provided

Description = Explanation of Return Code

How = "D" = Derived by data – returned in lieu of 11 digit

"S" = Derived by software

Code	Description	Address	How
A	<b>LACS<sup>Link</sup> Record Match</b> – The input record matched to a record in the master file. A new address could be furnished.	Y	D
00	<b>No Match</b> – The input record COULD NOT BE matched to a record in the master file. A new address could not be furnished.	N	D
09	<b>LACS<sup>Link</sup> Record Match: Highrise Default</b> – The input record matched to a record in the master file, but the old address is a highrise default.	N	D
14	<b>LACS<sup>Link</sup> Record Match: New Address Would Not Convert at Run Time</b> – The input record matched to a record in the master file. The new address could not be converted to a deliverable address.	N	S
92	<b>LACS<sup>Link</sup> Record Match: Secondary Number Dropped from Input Address</b> – The input record matched to a master file record, but the input address had a secondary number and the master file record did not. The record is a ZIP + 4 street level or highrise match.	Y	S